
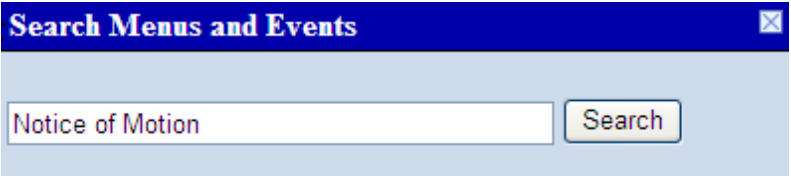



Important Points to Keep in Mind

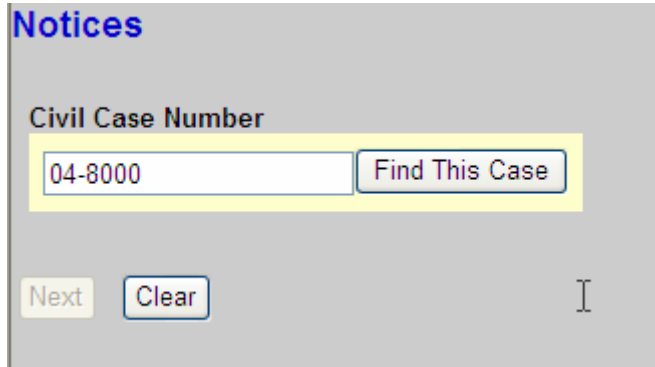
- ✓ File your motion first then file your notice.
- ✓ Before filing your notice, check the Clerk's Office webpage for the judge's notice and motion requirements.

1. Click Search on the main menu.	
2. Type Notice of Motion in the box. 3. Click Search .	 <p>The search function works with any type of document or pleading. Simply type in the type of pleading and click Search.</p>
4. Click Notice of Motion for the appropriate case type.	 <p>The system displays all available events for the document or pleading.</p>

Notice of Motion

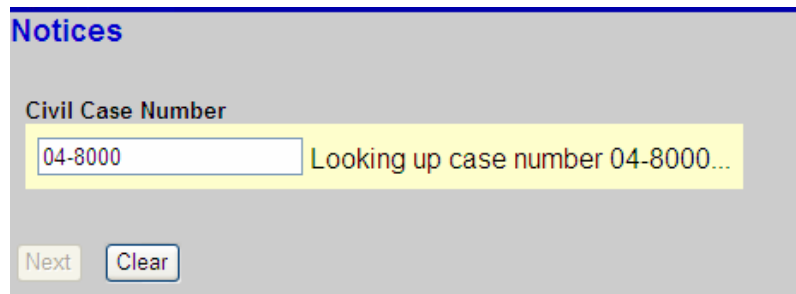
5. Enter the case number.

6. Click **Find This Case**.



The screenshot shows a web form titled "Notices" in blue. Below the title is a label "Civil Case Number". A text input field contains "04-8000". To the right of the input field is a button labeled "Find This Case". Below the input field are two buttons: "Next" and "Clear". A cursor is visible to the right of the "Clear" button.

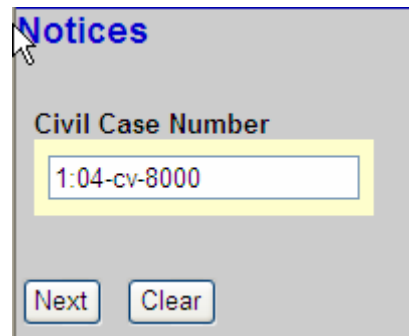
7. Wait for the system to process your request.



The screenshot shows the same "Notices" form. The "Civil Case Number" field still contains "04-8000". To the right of the input field, the text "Looking up case number 04-8000..." is displayed. The "Next" and "Clear" buttons are still present at the bottom.

8. Verify the case number.

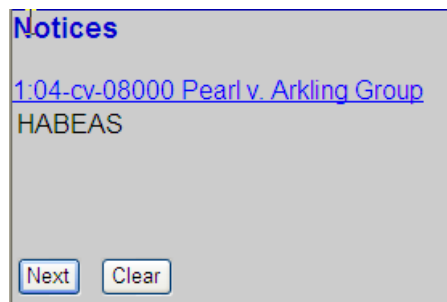
9. Click **Next**.



The screenshot shows the "Notices" form. The "Civil Case Number" field now contains "1:04-cv-8000". The "Next" button is highlighted with a mouse cursor pointing at it. The "Clear" button is still visible.

10. Verify the case number and case title.

11. Click **Next**.



The screenshot shows the "Notices" form. The case title is now displayed as a link: "1:04-cv-08000 Pearl v. Arkling Group HABEAS". The "Next" and "Clear" buttons are still present at the bottom.

Notice of Motion

12. Click **Next**.

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[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

Check judges motion schedule before proceeding. Schedules are found on court website.

13. Click **Next**.

Verify that you are not noticing up a motion before a judge on a date that the judge is not hearing motions.

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HABEAS

Judges Not Hearing Motions on Dates Indicated Below

The following judges will not hear motions on the dates listed below:

- Andersen 3/24-4/3
- Aspen 3/9-3/24
- Cole 4/18-21
- Denlow 3/27, 4/3-7
- Gettleman 3/16-17
- Holderman 3/20-29
- Kendall 3/13-17
- Kennelly 3/30
- Keys 4/3-7
- Kocoras 3/15-1

14. Click **Browse** to display the files available on your computer.

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HABEAS

Select the pdf document (for example: CA199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

Notice of Motion

15. Locate and select the notice to be filed.

16. Click **Open**.

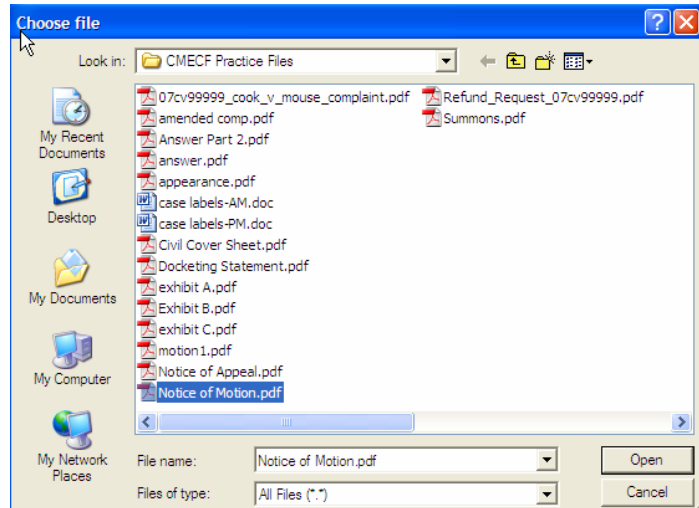
To preview the file being uploaded:

A. Right-click on the file name.

B. Select **Open with Acrobat**.

C. View the document.

D. Close the document.



17. Verify that the correct file was uploaded.

18. Click **Next**.

If the wrong file was uploaded, click **Browse** and select the correct file.

A screenshot of a web-based 'Notices' upload interface. At the top, it says 'Notices' in blue. Below that is a blue link '1:04-cv-08000 Pearl v. Arkling Group' and the text 'HABEAS'. A instruction reads 'Select the pdf document (for example: C:\199cv501-21.pdf)'. There is a 'Filename' label above a text input field containing 'F:\CMECF - Attorney\CMECF Practice Fi' and a 'Browse...' button. Below this is the 'Attachments to Document:' section with radio buttons for 'No' (selected) and 'Yes'. At the bottom are 'Next' and 'Clear' buttons.

Notice of Motion

19. Select the filing attorney.

20. Click **Next**.

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Select the attorney(s)

Smith, Thurstion D, Jr(624)
Test, Attorney(129)

[Add attorney](#)
Next **Clear**

21. Select the name of the filing party(s)*.

22. Click **Next**.

***To select multiple names, hold down the Ctrl key and click each desired name.**

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HABEAS

Select the filer.

Select the Party: **OR** **Select a Group:**

American Airlines Corporation [Defendant]
Arkling Group [Defendant]
Arkling Group [Counter Claimant]
Arkling Group [Counter Claimant]
Arkling Group [Counter Defendant]
Arkling Group [Cross Claimant]
Arkling Group [Cross Defendant]
Arkling Group [ThirdParty Plaintiff]

☒ No Group [Add Create New Party](#)
☐ All Defendants
☐ All Plaintiffs
☐ All Parties

Leave No Group selected.

Next **Clear**

22. Click **Next**.

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Enter the deadline information, then select the appropriate motion(s).

Next **Clear**

Notice of Motion

23. Enter the date and time the motion is to be heard.

24. Select the assigned judge.

25. Check the box next to the motion(s) being noticed.

26. Click **Next**.

Check the box next to each motion that is being noticed.

Filing Date	#	Docket Text
05/10/2006	6	MOTION by Defendant Arkling Group to dismiss <i>Count 1</i> (Test, Attorney) <input checked="" type="checkbox"/> <i>motion to dismiss</i>
05/10/2006	7	MOTION by Plaintiff Samuel Pearl to expedite <i>discovery</i> (Test, Attorney) <input checked="" type="checkbox"/> <i>motion to expedite</i>
05/10/2006	8	MOTION by Defendants American Airlines Corporation, Arkling Group to disqualify couns <input type="checkbox"/> <i>motion to disqualify counsel</i>
05/10/2006	9	MOTION by Plaintiff Samuel Pearl to compel <i>answers to interrogatories</i> (Test, Attorney) <input type="checkbox"/> <i>motion to compel</i>
11/16/200	14	MOTION by Counter Defendant Arkling Group to dismiss for lack of prosecution (mjg.) <input type="checkbox"/> <i>motion to dismiss/lack of prosecution</i>
01/11/2008	24	MOTION by Defendant Arkling Group for summary judgment (Rogers, Paula) <input type="checkbox"/> <i>motion for summary judgment</i>

Select another deadline of this type

Next Clear

27. Add any desired text to the docket entry.

28. Click **Next**.

Docket Text: Modify as Appropriate.

NOTICE of Motion by Attorney Test for presentment of motion for summary judgment[29] before Honorable Wayne R. Andersen on 2/25/2008 at 09:00 PM. (Test, Attorney)

Next Clear

29. Verify that the docket text is correct – **INCLUDING** the date, time and judge.

30. Verify that the motion being noticed is linked.

31. Click **Next**.

Notices

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Docket Text: Final Text

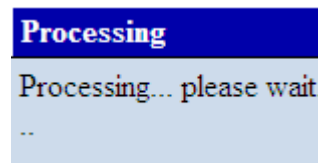
NOTICE of Motion by Thurston D Smith, Jr for presentment of motion to dismiss[6], motion to expedite[7] before Honorable Wayne R. Andersen on 1/15/2008 at 09:30 AM. (Rogers, Paula)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
F:\CMECF - Attorney\CMECF Practice Files\Notice of Motion.pdf pages: 2

Next Clear

32. Wait for the system to process your filing.



CM/ECF Civil Criminal Query Reports Utilities Search Logout

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 HABEAS

United States District Court
 Northern District of Illinois - CM/ECF TEST, Ver 3.1.1

Notice of Electronic Filing

The following transaction was entered on 1/11/2008 at 10:19 AM CST and filed on 1/11/2008

Case Name: Pearl v. Arkling Group
 Case Number: [1:04-cv-8000](#)
 Filer: Arkling Group
 Document Number: [25](#)

Docket Text:
[NOTICE of Motion by Thurstion D Smith, Jr](#)
[R. Andersen on 1/15/2008 at 09:30 AM. \(Rog](#)

1:04-cv-8000 Notice has been electronically mailed to:
 Attorney Test ted_newman@ilnd.uscourts.gov

Avoid PACER charges by viewing the document from your inbox. If you click the document number from CM/ECF you will be required to login to PACER and will be charged standard PACER fees.

Shown above is a partial sample of the electronic notice of motion. This notice provides a direct link to the document being filed. For ECF users this constitutes service. This notice is emailed to all parties who are electronic filers.

Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive on free electronic copy of all documents filed electronically. PACER access fees apply to all other users. The “free look” does not apply when viewing documents in cases for which you are not a participant.

Each attorney of record in a case (including pro se litigants) will receive an email message containing a hyperlink to a document that has been filed. If you login to CM/ECF or PACER without using the email link there will be a charge. One free copy is available to each attorney of record. PACER fees will apply to secondary email addresses. The hyperlink to access the document will expire after the earlier of these two events: the first use or 15 days. If you login to CM/ECF or PACER without using the email link there will be a charge.

To avoid PACER charges:

- > Download a copy of the notice to your own computer the first time that you view the document.
- > Print out a hard copy the first time that you view the document.